

**The University of Texas at San Antonio
Request for Qualifications
for The Residential Honors College at UTSA
Professional Design Services and Related Work (PP—21908288)**

RFQ No. 743-19-030419KK

RFQ Deadline Date: March 29, 2019

SECTION 1 – OBJECTIVE AND BACKGROUND

1.1. OBJECTIVE AND OVERVIEW

The University of Texas at San Antonio (the “**University**”), is soliciting statements of qualifications from professional architectural Firms (“**Respondents**”) for professional design and related services in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (collectively, the “**Project**”). The scope of Project is more particularly described in Section 3, “Scope of Work”. The extent and scope of work may vary and will depend on various University considerations, including budget and operational needs. This Request for Qualifications (“**RFQ**”) provides Respondents with the information necessary to prepare and submit this RFQ for consideration by the University. For purposes of this RFQ, the successful Respondent shall be sometimes referred to as the “**Firm**.”

1.2. UNIVERSITY DESCRIPTION, SPECIAL CONCERNS, & PROGRAMS:

1.2.1 The University was established in 1969 as a public institution of higher education. The University, the largest university in San Antonio, serves the metropolitan area and the broader region of South Texas through programs and services offered from its three campuses: 1604 Campus, Downtown Campus, and the Institute of Texan Cultures.

With over 31,000 students enrolled in undergraduate and graduate degree programs, the University is the second largest institution in the University of Texas System and has been one of the state's fastest-growing public universities for much of the last decade. The University offers bachelors, masters and doctoral degree programs and is a research intensive institution committed to discovery and innovation.

The University’s 600-acre campus near the intersection of Loop 1604 and Interstate 10 borders the Texas Hill Country and is just a 20-minute drive from downtown San Antonio. There are over thirty-five (35) buildings on the 1604 Campus.

1.2.2 Specific Project Background.

The University Honors College currently serves over 1,100 top-achieving students. The incoming freshman class had an average SAT score of 1393 and were all in the top 15% of their graduating class, making the College the most selective college in the 7th largest city in the U.S. The College anticipates significant growth in the coming decade. The Residential Honors College at UTSA will fully transition the College to provide a small, elite college experience, allowing recruitment and retention of top academic talent.

The Honors College is a non-traditional, liberal arts and sciences college at the University that recruits and develops elite students. While in Honors, students are immersed in a small-college culture while having total access to all of the unique resources of one of the nation’s top emerging research universities. Emphasizing student development within a real-world context, University Honors has one of the most unique experiential honors curricula in the nation. Honors students have the distinct advantages of learning and networking in a vibrant, culturally-rich, and innovative city setting. Honors students also have the benefit of working with the top students of all disciplines. An emphasis on student life encourages a family atmosphere and helps students develop lifelong friendships with those who are sure to be tomorrow’s leaders.

The College currently has no dedicated building, classrooms or event space. Public universities leverage their honors colleges to attract top students and provide an experience that reinforces academic quality and institutional

excellence. Physical amenities and the ability to deliver the small, private college experience are key in this recruiting space. An honors residence offers the integration of high quality academics and student experiences, while physically defining the College on campus.

1.3. RELATED CAMPUS PLANS & STANDARDS

1.3.1 Campus Master Plan. The Campus Master Plan (“**Campus Master Plan**”) is intended to coordinate and unify all aspects of the University’s three campuses, while maintaining the individual identity of each separate campus. Additionally, the Campus Master Plan serves to reinforce the University’s desired campus image.

1.3.2 University Design & Construction Standards. The University has established certain design and construction standards to provide architects, engineers, and related design firms with an understanding of the general standards and practices related to the development, maintenance and repair of University buildings, physical structures, and other University property (“**UTSA Design and Construction Standards**”).

The “UTSA Design and Construction Standards” can be viewed at <https://facilities.utsa.edu/departments/engineering-and-project-management/>.

1.3.3 UT System Owner’s Design Guidelines and Typical Front End Specifications. The University of Texas System has published design guidelines for use by professional architectural/engineering firms, as well as typical front end specifications for inclusion in project manuals and specification books.

SECTION 2 – GENERAL REQUIREMENTS

2.1 SUBMITTAL DEADLINE AND MAILING ADDRESS

University will accept submissions in response to this RFQ until **2:30 p.m., San Antonio, Central Standard Time on March 29, 2019** (the “**Submittal Deadline**.”) at the following location. RFQ responses must be received by University on or before the Submittal Deadline and shall be delivered to:

The University of Texas at San Antonio
Purchasing and Distribution Services
One UTSA Circle
San Antonio, TX 78249

2.2 SUBMISSION OF QUALIFICATIONS

Submit eight (8) identical copies of the RFQ, including any supplemental printed material referenced within the RFQ response. **An original signature must appear on the "Statement of Interest" document of all submitted copies.** The RFQ must be received on or before the time and date specified above by the point-of-contact identified below. Late RFQs properly identified will be returned to the Respondent unopened. Submittals properly received will not be returned to Respondents.

The University will not accept any responses to this RFQ that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).

2.3 RFQ CONTACT PERSON

Respondents shall restrict all contact and questions regarding this RFQ to the individual named below. Questions concerning terms and conditions and technical specifications shall be directed in writing to:

The University of Texas at San Antonio
Purchasing and Distribution Services
Attn: Karen Krueger Guerrero
One UTSA Circle
San Antonio, Texas 78249
Phone: (210) 458-4974
Fax: (210) 458-4061
Email: Karen.kruegerguerrero@utsa.edu

University specifically instructs all interested parties to restrict all contact and questions regarding this RFQ to written or e-mailed communications forwarded to the above-named contact person. All questions or concerns must be received by the above-named person no later than **2:30 p.m. Central Standard Time, on March 14, 2019**. University shall have a reasonable amount of time in which to respond to questions or concerns by fax, e-mail or U.S. Postal Service. It is University's intent to respond to all appropriate questions and concerns; however, University reserves the right to decline to respond to any question.

2.4 INQUIRIES AND INTERPRETATIONS

Responses to inquiries that University determines, at its sole discretion, directly affect an interpretation or change to this RFQ will be issued in writing by the University as an addendum and faxed, mailed, or e-mailed to all parties recorded by the University as having received a copy of the RFQ. All such addenda issued by the University prior to the Submittal Deadline shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of each addendum in its RFQ response.

Only those inquires the University replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

Any interested party that receives this RFQ by means other than directly from the University, including but not limited to downloads from the Texas Electronic State Business Daily or other solicitation service Internet site, is responsible for notifying University that it is in receipt of an RFQ package, and shall provide the party's name, address, telephone number, facsimile number, and appropriate e-mail address in the event University issues Addenda to this RFQ or provides written answers to questions. Responses received that are not in compliance with this section may be rejected by University, in its sole discretion.

If Respondent has downloaded this document through the Electronic State Business Daily or other solicitation service Internet site, Respondent understands and acknowledges that it is Respondent's responsibility to monitor such site for possible amendments, changes, or other updated information related to the RFQ. Respondents may request a copy of such information by facsimile.

2.5 PUBLIC INFORMATION

University considers all information, documentation and other materials submitted in response to this RFQ to be of a non-confidential and non-proprietary nature and shall be subject to public disclosure under the Texas Public Information Act (*Texas Government Code*, Chapter 552.001, et seq) after the award of an Agreement.

Respondent is hereby notified that University strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information.

2.6 QUALIFICATION-BASED SELECTION PROCESS & FEE NEGOTIATION

Professional services are procured in accordance with Chapter 2254 of the *Texas Government Code*, Title 10, Subchapter A. Professional Services. Selection of the most highly qualified respondent will be made on the basis of demonstrated competence and qualifications as determined by the University based upon qualifications submitted in response to this RFQ.

Appropriate professional fees will be negotiated following a successful qualifications based selection process.

2.7 EVALUATION OF QUALIFICATIONS

University representatives will evaluate responses to this RFQ based on requirements described in Sections 3-4. All qualifications will be evaluated, and the University MAY invite one or more of the highest qualified Respondents to attend a formal interview or presentation in San Antonio, Texas, before final ranking of the Respondents. The interview will allow the invited Respondents to further discuss their qualifications with the University, and to respond to questions from the University. The University will make public the name of the Respondent it selects after the University has negotiated an agreement with such Respondent.

University reserves the right to (a) enter into an agreement for all or any portion of the requirements and specifications set forth in this RFQ with one or more Respondents; (b) reject any and all responses and re-solicit statements of qualifications for any portion of, or similar services to, the requirements and specifications set forth in this RFQ, or (c) reject any and all responses and temporarily or permanently abandon this selection process, if deemed to be in the best interests of University. Respondent is hereby notified that University will maintain in its files concerning this RFQ a written record of the basis upon

which a selection, if any, is made by University. Respondent shall bear, as its sole risk and responsibility, any cost that arises from Respondent's preparation of a response to this RFQ.

2.8 KEY EVENTS SCHEDULE

Critical solicitation schedule milestones are:

Issue RFQ:	March 5, 2019
Pre-Submittal Conference	March 13, 2019
Due Date for Questions	March 14, 2019
RFQ Submittal Deadline	March 29, 2019

2.9 PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be held at the University of Texas at San Antonio, Main Campus, **2:00 p.m., CST, on March 13, 2019, the University's HEB Student Union Building, BEXAR Room Number 1.102.** This conference will be each Respondent's opportunity to ask representatives of University questions and clarify provisions of the RFQ if necessary. After the conference, prospective Respondents may submit written questions to the RFQ Contact until **5:00 p.m. Central Prevailing Time on March 14, 2019** (ref. Section 2.3). University will not accept questions after that time. University is not obligated to respond to each question (ref. Section 2.3), and only responses designated as formal Addenda to the RFQ will be binding on University (ref. Section 2.4). However, if University decides to answer questions in writing, then University will fax, mail, or e-mail copies of those questions and answers to the addresses provided by each entity to which University sent an RFQ, or which notified University that it obtained an RFQ, pursuant to Section 2.4.

2.10 TERMS AND CONDITIONS

The terms and conditions contained in the attached **Exhibit A** ("Agreement") or, at the sole discretion of the University, terms and conditions substantially similar to those contained in the Agreement, will constitute and govern any agreement that results from this RFQ. If Respondent takes exception to any terms or conditions set forth in the Agreement, Respondent is requested to submit a list of specific exceptions as part of its response to this RFQ. Respondent's exceptions will be reviewed by University and may result in disqualification of Respondent's RFQ response as non-responsive to this RFQ. If Respondent's exceptions do not result in disqualification of Respondent's RFQ response, then University may consider Respondent's exceptions when University evaluates the Respondent's RFQ response.

SECTION 3 – SCOPE OF WORK

3.1 SCOPE REQUIREMENTS

3.1.1 This new project, currently named The Residential Honors College at UTSA, will construct a five story, 136,000 square foot, 400 bed residence hall and academic home hall for students and staff of University Honors College. This building is to align the University Honors College's facilities with the top reviewed honors colleges in the nation. In addition to dorm rooms, physical amenities include multipurpose learning spaces, dining facilities, recreational spaces, a counseling center, and the home of the Honors College's dean and administrative staff. Acting as the physical representation of UTSA's academic excellence and intellectual community, this building will provide the ability to deliver the small, private college experience that are key to recruiting top students. Academic and philanthropic opportunities will be key to the facility's success. It is expected that the project will meet the US Green Building Council LEED Silver requirements.

3.1.2 The Total Project Cost (TPC) for this project is \$62,000,000. The TPC includes a Construction Cost Limitation (CCL) for the Architect/Engineer of approximately \$45,000,000. Fees, furnishings, equipment, other work, miscellaneous expenses, and contingencies make up the balance of the TPC.

3.1.3 Key Project planning schedule milestones are:

- | | |
|--|----------------------|
| a. Owner receives Request For Qualifications | Refer to Section 2.8 |
| b. Owner conducts Pre-Submittal Conference | Refer to Section 2.9 |
| c. Owner interviews shortlist of Respondents | mid-April 2019 |

- | | |
|---|-------------------|
| d. Owner executes Agreement | mid-May 2019 |
| e. Owner approves Facility Program | mid-May 2019 |
| f. Owner approves Schematic Design Documents | November 13, 2019 |
| g. Owner approves Design Development Documents | February 25, 2020 |
| h. Owner accepts Guaranteed Maximum Price Proposal | March 16, 2020 |
| i. Owner approves Construction Documents | May 1, 2020 |
| j. Owner issues Notice to Proceed for Construction | June 1, 2020 |
| k. Owner accepts Substantial Completion of Construction | June 1, 2022 |

3.2 COMPLIANCE

- 3.2.1 Applicable Laws.** The Firm will ensure all its services related to the Project are completed in full compliance with all applicable federal, state, and municipal, laws, regulations, codes ordinances and orders, including, but not limited to all applicable building codes, life safety codes, and any applicable codes and regulations promulgated by the Texas Department of Licensing & Registration (TDLR), the Texas Commission on Environmental Quality (TCEQ), and the Texas Department of State Health Services (TDH).
- 3.2.2 University Rules.** The Firm will conduct all its operations on University’s premises in conformity with all applicable University Rules, including but not limited to, prohibitions related to tobacco use, alcohol, and other drugs. For purposes of this Agreement, "University Rules" means (i) the *Rules and Regulations* of the Board of Regents of The University of Texas System (the “Board”) (found at <https://www.utsystem.edu/offices/board-regents/regents-rules-and-regulations> and referred to herein as the “Regents’ Rules”); (ii) the policies of The University of Texas System (found at <https://www.utsystem.edu/sites/policy-library>); (iii) the institutional rules and regulations and policies of University (which may be found at <https://www.utsa.edu/policies/>); and University’s *Standards of Conduct Guide*, which is located at <http://www.utsa.edu/Compliance/Training/SCT/SCT2017/2017Training.html> .

SECTION 4 - STATEMENT OF QUALIFICATIONS

NOTE TO RESPONDENTS: All Respondents must submit complete responses to the information requested in this section and must note any exceptions to any information contained or requested in the RFQ. Responses will be evaluated based upon the selection criteria listed below and Respondent’s response to this RFQ. Proposers should present information in a clear and concise manner following the format indicated in Section 5:

4.1 GENERAL INFORMATION OF FIRM (5%)

In response to this RFQ, Respondent must provide:

- 4.1.1** A **signed statement of interest** for the Project including a narrative describing Respondent’s unique qualifications. **A principal of the Firm must sign this statement.**
- 4.1.2** Provide the following information:
- a. Legal name of Firm as registered with the Texas Secretary of State
 - b. Address of the office that will be providing services
 - c. Number of years in business
 - d. Legal Organization type (Corporation, Partnership, LLC, etc.)
 - e. Number of Employees by skill group
 - f. Annual revenue totals for the past five (5) years
- 4.1.3** A brief history of the Firm, information about the principal(s), the services offered, the number and type of professionals and other staff members (Respondent Firm only), and business volume over the past five (5) years.
- 4.1.4** Describe the Respondent Firm’s financial stability in general and be prepared, if requested, to provide a financial statement.
- 4.1.5** Is your Firm currently for sale or involved in any transaction to expand, or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 4.1.6** Provide details of all past or pending litigation or claims filed against your Firm that would affect your Firm’s performance under an Agreement with the Owner.
- 4.1.7** Is your Firm currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

- 4.1.8 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your Firm and any Owner employee, officer, or Regent? If so, please explain.
- 4.1.9 Indicate if Firm is compliant with insurance minimum limits as outlined in Article 14 in attached Agreement for Professional Services.
- 4.1.10 Provide a claims history under Professional Liability and Errors & Omissions insurance for the past five (5) years and any team members proposed to provide professional architectural or engineering services.
- 4.1.11 Describe Respondent's quality assurance/control program. Provide specific examples of how these techniques or procedures were used for any of the projects listed in the response to "Representative Projects."
- 4.1.12 **References:** Provide a letter of reference for at least three (3) of the projects listed above. Respondent **SHOULD NOT UTILIZE** The University of Texas at San Antonio as a reference in response to this solicitation. Each letter of reference should identify the following:
- The customer/owner representative who served as the day-to-day liaison during construction, including contact information such as telephone number and/or e-mail address.
 - Architect/Engineer's name and representative who served as the day-to-day liaison during construction, including telephone number.
 - Length of business relationship with the customer/owner.

Letters of reference shall be considered relevant based on specific project participation and experience with the Respondent. University may contact the identified reference during any part of this process. University reserves the right to contact any other references at any time during the RFP process.

Respondents are strongly recommended to submit and verify reference phone numbers, fax numbers, e-mail addresses, and contact name for accuracy. University will not be responsible for obtaining updated or corrected reference information. Submission of incorrect or no information from a reference will result in a low score for this evaluation criterion.

4.2 PROJECT TEAM (30%)

- 4.2.1 Proposals will be evaluated in terms of the proposed team that will provide professional services. After execution of the Agreement, no substitutions of the team may be made without prior approval by the University. Please submit the following:
- Identification of a single point of contact.
 - Organizational chart illustrating reporting lines and names and titles for key team members, including all sub-consultants. Indicate the estimated percent of time these individuals will be involved in the project for design and construction.
 - Resumes for each individual on the team and definition of that person's role in each stage of the design, construction administration, and administrative processes. Include number of years with the Firm and city of residence. Include credentials as relevant to your discipline's scope of services (PE, AIA, etc.).
 - Describe Respondent's project management abilities. What tools and techniques should the project consider to successfully manage this project?
 - Describe the basis for the selection of the proposed sub-consultants included in the design team and the role each will play for this project.
 - Describe the Firm's process in working with consultants and integrating them into the design process.

4.3 REPRESENTATIVE PROJECTS (25%)

Respondent must list a maximum of five (5) representative projects that are most related to this Project (collectively "Representative Projects"). Respondent should indicate its experience working with government entities and institutions of higher education.

- 4.3.1 Provide the following information for each project listed:
- Project name, location, contract delivery method, and general description.
 - Photographs or renderings.
 - Description of professional services Respondent provided for the project.

- d. Final total construction cost including all change orders.
- e. Final project size in gross square feet.
- f. Type of construction (new, renovation, expansion, etc.).
- g. Actual start and finish dates for design.
- h. Actual notice to proceed and substantial completion dates for construction.
- i. Name of Owner's point of contact.
- j. Name of Respondent Firm's point of contact.
- k. Describe how the project is similar and why the services provided are most relevant to the project described in this solicitation.
- l. Clearly identify the members of the proposed team (indicated in Criteria 4.2 above) who worked on the listed projects, and describe their roles.
- m. Name of Project Architect (individual responsible for coordinating day to day work)
- n. Name of Project Designer (individual responsible for design concepts)

4.4 PAST PERFORMANCE ON UNIVERSITY/SYSTEM PROJECTS (20%)

Identify and describe Respondent's and/or the proposed professional service's team's experience within the last five (5) years providing professional design services for university residential housing at institutions of higher education with specific focus on the topics mentioned below.

Projects may repeat with Section 4.3 above.

If the Firm has not previously provided services for the University or University of Texas System, then identify and describe the Firm's past performance on projects for "major" institutions of higher education within the last five (5) years.

4.4.1 Provide the following information for each project listed:

- a. Project name, location, contract delivery method, and general description.
- b. Photographs or renderings.
- c. Description of professional services Respondent provided for the project.
- d. Final total construction cost including all change orders.
- e. Final project size in gross square feet.
- f. Type of construction (new, renovation, expansion, etc.).
- g. Actual start and finish dates for design.
- h. Actual notice to proceed and substantial completion dates for construction.
- i. Name of Owner's point of contact.
- j. Name of Respondent Firm's point of contact.
- k. Describe how the project is similar and why the services provided are most relevant to the project described in this solicitation.
- l. Clearly identify the members of the proposed team (indicated in Criteria 4.2 above) who worked on the listed projects, and describe their roles.
- m. Name of Project Architect (individual responsible for coordinating day to day work)
- n. Name of Project Designer (individual responsible for design concepts)

4.5 RESPONDANT'S KNOWLEDGE OF BEST PRACTICES (15%)

- 4.5.1** Describe Respondent's quality control program. Explain the methods used to ensure quality control during the project. Provide specific examples of how these techniques or procedures were used from any of the projects listed above in response to "Representative Projects."
- 4.5.2** Describe firm's experience working with the Construction Manager at Risk project delivery method. Discuss your method of working with the contractor as a team member to deliver a Guaranteed Maximum Price and to maintain the GMP throughout the design and construction process.
- 4.5.3** Describe Respondent's ability to deliver LEED Certified projects and considerations for institutions when pursuing this type of accreditation.
- 4.5.4** Describe Respondent's experience with construction over the Edwards Aquifer and working with the Texas Commission on Environmental Quality (TCEQ).
- 4.5.5** Describe Respondent's experience with coordinating with third party furniture design consultants.
- 4.5.6** Describe Respondent's handling of projects with rigid schedule constraints and what methods are used for schedule

recovery if necessary.

- 4.5.7 Describe Respondent's experience and methods to control costs and handle projects with rigid budgets. Describe your cost estimating process to include how often estimates are updated
- 4.5.8 Describe the methods Respondent uses to prevent and/or resolve conflicts
- 4.5.9 Describe Respondent's ability to manage uncertainty, and how they will communicate clear feedback on design decisions that compromise the expected substantial completion of summer 2022.

4.6 ADDITIONAL INFORMATION (5%)

In response to this RFQ, Respondent must:

- 4.6.1 Identify concerns with the proposed Agreement (see Exhibit A). Concerns not listed in the Respondent Firm's RFQ Submittal will not be considered. Refer to Section 2.10 for more information.
- 4.6.2 Indicate the number of Addenda received by Respondent for this RFQ.
- 4.6.3 Respondents should be prepared to interview with University representatives within two weeks of RFQ submission.
- 4.6.4 Provide a detailed list of all Design Services, including consultants, and all Construction Administration, including consultants, you will provide to the Owner under Basic Services.
- 4.6.5 Provide a detailed list of all Services and consultants you will provide to the Owner under Additional Services.
- 4.6.6 Provide a detailed list of all reimbursable services/expenses you will request from the Owner.

University reserves the right to request additional information from Respondents.

SECTION 5 - FORMAT FOR STATEMENT OF QUALIFICATIONS

5.1 PAGE SIZE, BINDING, DIVIDERS, AND TABS

Submittals should be printed on letter-size (8 1/2" x 11") paper and assembled with spiral-type or ring-type binding.

Preprinted material should be referenced in the submittal and included as labeled attachments.

Separate each part of Respondent's response by use of a divider sheet with an integral tab for ready reference. Identify the tabs in accordance with the parts under Section 4, "Statement of Qualifications".

5.2 TABLE OF CONTENTS

Include a Table of Contents for the RFQ response and give page numbers for each part of the RFQ as well as any separate attachments. Supplementary information not required by this RFQ should be clearly identified in the Table of Contents and provided as a separate part.

5.3 PAGINATION

RFQ responses should be kept to the minimum number of pages necessary to fulfill the requirements of this RFQ.

Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.). Attachments, if any, should be numbered separately.

SECTION 6 – HISTORICALLY UNDERUTILIZED BUSINESSES

All agencies of the State of Texas are required to make a good faith effort to assist historically underutilized businesses (each a "HUB") in receiving contract awards. The goal of the HUB program is to promote full and equal business opportunity for all businesses in contracting with state agencies. Pursuant to the HUB program, if under the terms of any agreement or contractual arrangement resulting from this RFQ, Contractor subcontracts any of the Projects, and then Contractor must make a good faith effort to utilize HUBs certified by the Procurement and Support Services Division of the Texas Comptroller of Public Accounts. Proposals that fail to comply with the requirements will constitute a material failure to comply with advertised specifications and will be rejected

by University as non-responsive. Additionally, compliance with good faith effort guidelines is a condition precedent to awarding any agreement or contractual arrangement resulting from this RFQ. Respondent acknowledges that, if selected by University, its obligation to make a good faith effort to utilize HUBs when subcontracting any of the Project will continue throughout the term of all agreements and contractual arrangements resulting from this RFQ. Furthermore, any subcontracting of the Project by Respondent is subject to review by University to ensure compliance with the HUB program.

University has reviewed this RFQ in accordance with Title 34, *Texas Administrative Code*, Section 20.13 (a), and has determined that subcontracting opportunities are probable under this RFQ.

A HUB Subcontracting Plan (“HSP”) is required as part of Respondent’s proposal. The HSP will be developed and administered in accordance with University’s Policy on Utilization of Historically Underutilized Businesses attached as **Exhibit B** and incorporated for all purposes.

*Each Respondent must complete and return the HSP in accordance with the terms and conditions of this RFQ, including **Exhibit B**. Respondents that fail to do so will be considered non-responsive to this RFQ in accordance with Section 2161.252, Government Code.*

Contractor will not be permitted to change its HSP unless: (1) Contractor completes a newly modified version of the HSP in accordance with the terms of **Exhibit B** that sets forth all changes requested by Contractor, (2) Contractor provides University with such a modified version of the HSP, (3) University approves the modified HSP in writing, and (4) all agreements or contractual arrangements resulting from this RFQ are amended in writing by University and Contractor to conform to the modified HSP.

Respondent **must submit** at least one (1) original of the HSP to University at the same time it submits its proposal to University. The original of the HSP should be submitted under separate cover and in a separate envelope (the “HSP Envelope”). Respondent should ensure that the top outside surface of its HSP Envelope clearly shows and makes visible:

- (a) the RFQ No. and the Submittal Deadline, both located in the lower left hand corner of the top surface of the envelope,
- (b) the name and the return address of the Respondent, and
- (c) the phrase “HUB Subcontracting Plan”.

Any proposal submitted in response to this RFQ that is not accompanied by an original HSP meeting the above requirements will be rejected by University and returned to the Respondent unopened as that proposal will be considered non-responsive due to material failure to comply with advertised specifications. Furthermore, University will open a Respondent’s HSP Envelope prior to opening the proposal submitted by the Respondent, in order to ensure that the Respondent has submitted the signed originals of the Respondent’s HUB Subcontracting Plan (“HSP”) that are required by this RFQ. A Respondent’s failure to submit the signed originals of the HSP that are required by this RFQ will result in University’s rejection of the proposal submitted by that Respondent as non-responsive due to material failure to comply with advertised specifications; such a proposal will be returned to the Respondent unopened. **Note:** The requirement that Respondent provide an original of the HSP is separate from and does not affect Respondent’s obligation to provide University with the number of copies of its proposal as specified in this RFQ.

PLEASE NOTE: All vendors, including State of Texas certified Historically Underutilized Businesses (HUBs), MUST submit a HSP with their proposal. Failure to correctly complete and return the HSP form will result in disqualification of the vendor’s proposal from consideration for award.

Contact Bruce Williams, UTSA HUB Program Manager, at 210-458-6491, or via email at bruce.williams@utsa.edu if you have any questions about the HSP.

EXHIBITS

EXHIBIT A – SAMPLE AGREEMENT

EXHIBIT B – HUB SUBCONTRACTING PLAN